

REGULATION

Appointing Authority Letter Reference: CS-6940	Effective Date: March 18, 2001	Index Reference: Establishment, Reclassification	Regulation Number: 4.03
Issuing Bureau: Human Resource Services	Rule Reference: Rules 1-3 (Regulations), 4-1 (Position Establishment & Classification) 4-2 (Position Classification Review)		Replaces: Regs. 4.20 and 4.21 (CS-6897, April 25, 1999) Reg. 4.22 (CS-6909, November 30, 1999)
Subject: ESTABLISHING AND RECLASSIFYING POSITIONS IN THE STATE TRANSITIONAL CLASSIFICATIONS			

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1. **PURPOSE**

This regulation provides the standards and procedures for establishing and reclassifying positions in the State Transitional Business and Administrative Technician, State Transitional Professional, and State Transitional Manager classifications. Upon successful completion of the transition period, the employee is reclassified to the proper classification.

2. **CIVIL SERVICE RULE REFERENCE**

***Rule 1-3 Regulations** — The state personnel director is authorized to issue regulations that the director deems to be necessary or useful. A regulation issued by the state personnel director is binding on the department of civil service unless*

the commission finds that the regulation violates a rule. The state personnel director shall make all regulations available to employees through their personnel offices and the internet.

Rule 4-1 Position Establishment and Classification

4-1.1 Requirement — *All positions must be established in the classified service unless specifically exempted or excepted by article 11, section 5, of the constitution, or these rules.*

4-1.2 Classification — *A position established in the classified service must be reviewed to classify the position properly.*

4-1.3 Authority to Establish — *The appointing authority may establish a position for reasons of administrative efficiency. An appointment cannot be made to a position until it has been established and classified.*

4-1.4 Classification Plan — *The commission shall authorize an official classification plan for all positions in the classified service. The department of civil service shall administer the official classification plan.*

- (a) ***Classification.*** — *Every position established must be classified in accordance with the official classification plan.*

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Rule 4-2 Position Classification Review — *The department of civil service shall provide for both a periodic and ongoing review of positions in the classified service to ensure positions continue to be properly classified.*

* * *

- (b) ***Frequency of review.*** *The classification of an occupied position may be reviewed once in any 12-month period, unless otherwise approved by the state personnel director. When a significant, substantial, or material change has occurred in the duties and responsibilities, the department of civil service may require the appointing authority to establish a new position that is properly classified. The classification of a position or appointment of an employee to a position constitutes a position review for the purposes of this rule.*

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3. STANDARDS

A. State Transitional Business and Administrative Technician

1. The State Transitional Business and Administrative Technician classification facilitates career movement of administrative or other office support employees into business-related technician classifications. State Transitional Business and Administrative Technicians typically enter the class with prior administrative support or other related office support experience.
 - a. State Transitional Business Technician positions may be established when the appointment of an employee to a business-related technician position would result in reduction of compensation because the prospective employee does not meet the experience requirement for the E9 or advanced-level technician.
 - b. The appointing authority must submit a Position Action Request form (CS-129) to the Department of Civil Service to establish a State Transitional Business and Administrative Technician position. The Department of Civil Service designates the classification and classification level on the CS-129 form to which the position is reclassified upon completion of the transitional period.
 - c. If the State Transitional Business and Administrative Technician classification is used to facilitate the movement of an employee to a position that will ultimately be classified at the advanced level, position-specific or universal advanced classification standards must be approved at the time of the employee's appointment.
 - d. The employee may be reclassified to the new technician classification upon successful completion of the experience requirements for the class. These reclassification actions require civil service review and approval of the proposed reclassification and the appointing authority's certification that the employee is satisfactorily performing at the requested level.
 - e. Appointing authorities may request reclassification of a State Transitional Business and Administrative Technician employee at the end of the equivalent of 6 months of full time service if the employee entered the classification from a

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directly-related position classified at or above the Equitable Classification Plan (ECP) Group 1, 9 level.

- f. For information regarding salary upon appointment of the employee into the state transitional class, please refer to standard M. of regulation 5.01, General Salary Schedule Administration.
- g. The effective date assigned to an approved reclassification is in accordance with regulation 4.04, Effective Dates for Classification Actions.
- h. In the event of a reduction in force, please refer to regulation 2.01, Implementing a Reduction in Force for Nonexclusively Represented Employees (NEREs).

B. State Transitional Professional

- 1. The State Transitional Professional classification is designed to facilitate career movement for classified State of Michigan employees who wish to make a change to a new professional career and possess a bachelor's degree or higher, are classified in a professional classification, or are classified in, or eligible for classification in, the Senior Executive Management Assistant Service (SEMAS) 11-15 levels.
 - a. The appointing authority must submit a Position Action Request form (CS-129) to the Department of Civil Service to establish a State Transitional Professional position. The Department of Civil Service designates the proper classification and classification level on the CS-129 form to which the position will be reclassified upon completion of the transitional period.
 - b. An employee entering the State Transitional Professional classification from an Equitable Classification Plan (ECP) Group 2, 10 level or equivalent, may be reclassified to the 10 level of the new professional classification upon successful completion of the equivalent of 6-months of full time experience.
 - c. An employee entering the State Transitional Professional classification from a SEMAS 11 level, Equitable Classification Plan (ECP) Group 2 P11 level, or equivalent, may be reclassified to the P11 level of the new professional

classification upon successful completion of the equivalent of one year of full time experience.

- d. An employee entering the State Transitional Professional classification from a professional classification in the ECP Groups 2 and 3 at the advanced level, or equivalent, may be reclassified to the advanced level of the new professional classification upon successful completion of the equivalent of 18 months of full time experience.
- e. An employee entering the State Transitional Professional classification from a SEMAS 13 level may be reclassified to the 13 level specialist of the position's new professional classification upon successful completion of the equivalent of two years of full time experience.
- f. An employee entering the State Transitional Professional from a professional classification in the ECP Groups 2 or 3 at the 13, 14, 15, or equivalent level, may be reclassified to the equivalent level specialist of the position's new professional classification upon successful completion of the equivalent of two years of full time experience.
- g. An employee entering the State Transitional Professional from a SEMAS 15 level may be reclassified to the 15 level specialist of the position's new professional classification upon successful completion of the equivalent of two years of full time experience.
- h. If the employee's appointment is to a classification requiring a bachelor's degree and the employee possesses a directly related master's degree, doctorate degree, or a recognized occupational license which is not a minimum requirement for the classification, an additional six months of experience may be credited, provided that such credit was not previously used to reclassify the employee.
- i. These reclassification actions require civil service review and approval of the proposed reclassification and the appointing authority's certification that the employee is satisfactorily performing at the requested level. The effective date assigned to an approved reclassification is in accordance with regulation 4.04, Effective Dates for Classification Actions.

C. State Transitional Professional Manager

1. The State Transitional Manager classification facilitates career movement of employees from one professional managerial classification to another professional managerial classification if the employee meets the minimum education requirements for the new classification.
 - a. The appointing authority must submit a Position Action Request form (CS-129) to the Department of Civil Service to establish a State Transitional Manager position. The Department of Civil Service designates the proper classification and classification level on the CS-129 to which the position will be reclassified upon completion of the transitional period.
 - b. The appointing authority must submit a Request for Qualification Review form (CS-153) and a Classified Civil Service Application form (CS-102) to the Department of Civil Service, with documentation of the tentatively selected employee's credentials. The classification for the position into which a lateral job change will occur must be designated as a State Transitional Manager with the appropriate classification of the position identified.
 - c. The Department of Civil Service reviews the tentatively selected employee's credentials and approves the appointment as a lateral job change, if the employee has status at the same classification level (for example, Auditor Manager-2 to a Human Resources Manager-2) and meets the educational requirement for the new classification.
 - d. During the transitional period, the employee retains the pay level of the position from which the lateral job change is approved. However, if the maximum pay rate of the employee's classification before entering the transitional classification is greater than the maximum pay rate of the classification to which the employee will ultimately be placed, the employee's pay rate cannot exceed the maximum rate for the new classification.
 - e. When the employee has successfully completed the one-year probationary period in the State Transitional Manager classification, the appointing authority submits a Position Action Request form (CS-129) to the Department of

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Civil Service to reclassify the position to the appropriate classification. These reclassification actions require civil service review and approval of the proposed reclassification and the appointing authority's certification that the employee is satisfactorily performing at the requested level.

- f. The effective dates assigned to the establishment and reclassification requests are in accordance with regulation 4.04, Effective Dates for Classification Actions.
- g. In the event of a reduction in force, please refer to regulation 2.01, Implementing a Reduction in Force for Nonexclusively Represented Employees (NEREs).

4. PROCEDURES

A. Establishment of a State Transitional Position

<u>Responsibility</u>	<u>Action</u>
Appointing Authority	1. Submits a Position Action Request form (CS-129), a Position Description form (CS-214), and any other information necessary to establish the appropriate state transitional position or reclassify a vacant position to the appropriate state transitional classification.
Department of Civil Service	2. Reviews the position action request. 3. Enters the necessary information in the Human Resources Management Network (HRMN), if approved. 4. Releases the CS-129 form to the appointing authority.
Appointing Authority	5. Receives the CS-129 form and verifies information in the HRMN.

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B. Reclassification of the Staffed State Transitional Position

<u>Responsibility</u>	<u>Action</u>
Appointing Authority	<ol style="list-style-type: none"> 1. After the employee has served the required period in the appropriate state transitional classification, submits a CS-129 form, a Position Description form, and any other documentation to reclassify the position to the proper classification. 2. Certifies on the CS-129 form that the conditions outlined in the Standards are met.
Department of Civil Service	<ol style="list-style-type: none"> 3. Reviews the request and documents decision. Assigns an effective date and determines appropriate classification. 4. Enters the necessary position information in the HRMN. 5. Releases the approval action to the appointing authority. If the classification action is disapproved informs employee of the appeal rights.
Appointing Authority	<ol style="list-style-type: none"> 6. Receives the CS-129 form and enters employee information in the HRMN.

CONTACT

Questions regarding this regulation should be directed to the Department of Civil Service, P.O. Box 30002, 400 South Pine Street, Lansing, Michigan 48909, (517) 373-3048 or 1-800-788-1766, or MDCS-BHRS@state.mi.us.

NOTE: Regulations are issued by the State Personnel Director under authority granted in the State of Michigan *Constitution* and the *Michigan Civil Service Commission Rules*. Regulations that implement Commission Rules are subordinate to those Rules.